

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2020 MAR 12 PM 1:46

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Casey Family Programs

Travel date(s): February 18-19

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$526.79 total	\$157.00	\$74.84/person for 2 days	n/a
<input checked="" type="checkbox"/> Actual Amount	\$401.79 flights and \$125.00 ground transportation			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	n/a	n/a	n/a	n/a
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Visit and discussion about entries in foster care with Judge Gray at Orleans Parish Juvenile Court; tour and discussion about services for at risk youth at Covenant House New Orleans; discussion about the court improvement plan (CIP) and prevention services with the Pelican Center for Children and Families; discussion about child welfare

in the state and innovations with the Louisiana Department of Children and Family Services; and a provider and constituent panel discussion about the Quality Parenting Initiative.

03/12/20
(Date)

Bri Hany Matthews
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

03/12/20
(Date)


(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Brittany Matthews

Employing Office/Committee: Senator Maggie Hassan

Private Sponsor(s) (list all): Casey Family Programs

Travel date(s): February 18-19, 2020

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): New Orleans, LA

Explain how this trip is specifically connected to the traveler's official or representational duties:

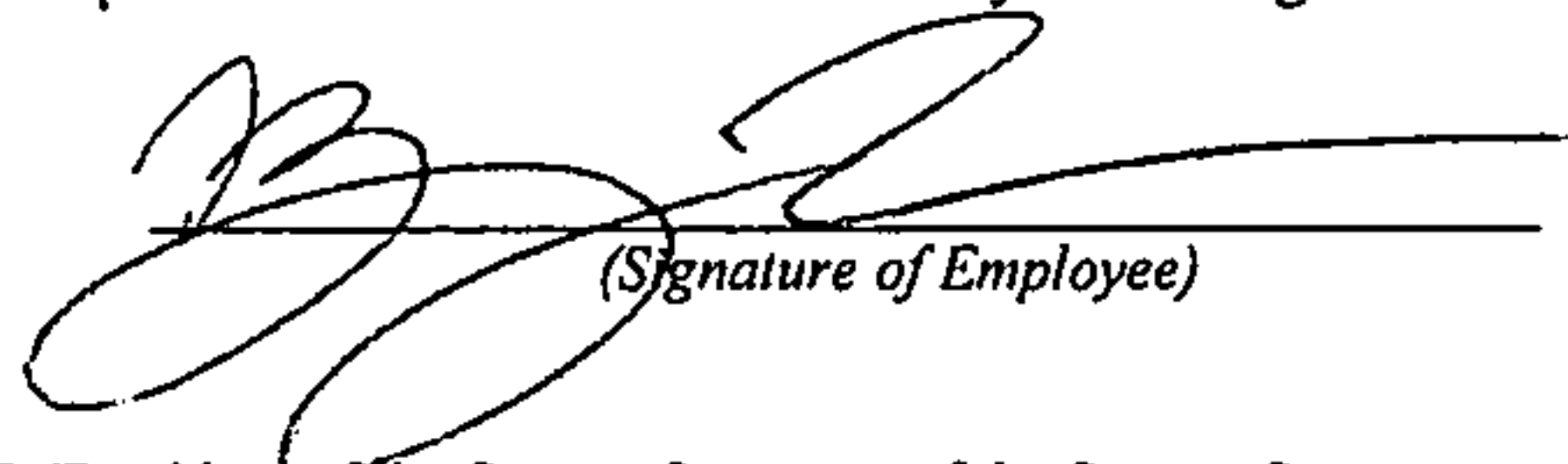
Brittany Matthews is Senator Hassan's advisor on child welfare issues, which Casey Family Programs specializes in. During this trip Brittany will be learning about Louisiana's child welfare system and how the state has worked to implement the federal Families First law. Brittany will be able to apply what she learns on this trip to Senator Hassan's work on the Senate Finance Committee which has oversight over state implementation of Families First.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

01/21/2020
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Maggie Hassan hereby authorize Brittany Matthews
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

01/21/2020
(Date)


(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Casey Family Programs
2. Description of the trip: a 1 day/1 night visit to New Orleans, LA to learn about approaches to prevent unnecessary placement of children in foster care and strengthen families
3. Dates of travel: February 18-19, 2020
4. Place of travel: New Orleans, Louisiana
5. Name and title of Senate invitees: list attached of Senate staff working on child welfare issues
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - [OR]**
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

[AND]

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - [AND]**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist-accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Casey Family Programs is the sole sponsor and is organizing the educational visit to provide staff with a better understanding of different approaches to preventing unnecessary placements of children into foster care and to strengthen families.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Casey Family Programs is the nation's largest private operating foundation focused exclusively on safely reducing the need for foster care and improving outcomes for children and families. The visit will examine different approaches to prevent unnecessary placement of children in foster care and outcomes.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Casey Family Programs has sponsored previous educational trips for staff to highlight model programs, promising practices and to allow staff to talk with local and state officials in addition to child welfare practitioners and other experts to understand how federal programs and policies impact them.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Casey Family Programs sponsors educational briefings. It produces reports and policy briefs on child welfare and it provides data, research, and analysis on ways to safely reduce foster care and improve outcomes for children and families.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Total \$504.29	\$157	\$71 per day	None
<input type="checkbox"/> Actual Amounts	r/t economy flights to/from DC area to New Orleans \$379.29 \$125 coach bus in New Orleans			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged/organized specifically with regard to congressional participation to learn about the work of New Orleans courts, and state/community programs providing support to children and families.

18. Reason for selecting the location of the event or trip

Since 2011 New Orleans has seen a significant decrease in the number of children in care compared to other areas. Staff will learn how different approaches to entry may help support children and families.

19. Name and location of hotel or other lodging facility:

Courtyard by Marriott, New Orleans

20. Reason(s) for selecting hotel or other lodging facility:

Proximity to meeting locations and the cost is near the per diem rate for New Orleans.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expense for lodging for participants is equal to the per diem rate of the Federal government.

The daily expense for meals provided is equal to the daily per diem rate of the Federal government.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class airfare round trip from the DC area to New Orleans and return, and coach bus ground transportation in New Orleans will be provided.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: David Sanders, Executive Vice President- Systems Improvement

Name of Organization: Casey Family Programs

Address: 1200 17th Street NW, Suite 410, Washington, DC 20036

Telephone Number: 202-728-2001

Fax Number: 202-467-4499

E-mail Address: ccalpin@casey.org (Christine Calpin- Managing Director, Public Policy for questions)

04
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

Casey Family Programs Senate Invitee list for February 18-19, 2020 trip to New Orleans

Ryan Martin, Senior Adviser, Human Services, U.S. Senate Committee on Finance

Liesel Crocker, Legislative Assistant, Senator Grassley

Rebecca Alcorn, Legislative Assistant, Senator Crapo

Anjali Chhatre, Legislative Assistant, Senator Roberts

Conroy Stout, Legislative Assistant, Senator Enzi

Claire Sanderson, Legislative Assistant, Senator Cornyn

Adam Wek, Legislative Assistant, Senator Thune

Megan Harrington, Legislative Assistant, Senator Portman

Alyssa Palisi, Legislative Assistant, Senator Toomey

Susan Occhipinti, Legislative Assistant, Senator Lankford

Mary Moody, Legislative Assistant, Senator Cassidy

Rachel Green, Legislative Assistant, Senator Daines

Jaymi Light, Health Policy Director, Senator Young

Marisa Morin, Senior Adviser, Children and Families, U.S. Senate Committee on Finance

Lorenzo Rubalcava, Legislative Assistant, Senator Stabenow

Nico Janssen, Legislative Assistant, Senator Cantwell

Swarna Vallurupalli, Health Counsel, Senator Menendez

Lynn Sha, Legislative Assistant, Senator Carper

Shilesa Bamberg, Legislative Assistant, Senator Brown

Bill Van Horne, Chief Counsel, Senator Cardin

Sara Maskornick, Staff Director, U.S. Senate Committee on Health, Education, Labor and Pensions Subcommittee on Children and Families

Greg Mathis, Health Policy Adviser, Senator Warner

Hayley Brower, Legislative Correspondent, Senator Warner

Brittany Matthews, Senior Policy Adviser, Senator Hassan

01
02
03
04
05
06
07
08
09
10
11
12

Casey Badmington, Legislative Assistant, Senator Cortez Masto

Jordan Hynes, Professional Staff Member, U.S. Senate Committee on Health, Education, Labor and Pensions

Zach Bennet, Legislative Assistant, Senator Paul

Anna Dietderich, Legislative Assistant, Senator Murkowski

Meg McGaughey, Legislative Assistant, Senator Braun

Adrienne Carrier, Legislative Correspondence Director, Senator Braun

Manuel Contreras, Policy Adviser, U.S. Senate Committee on Health, Education, Labor and Pensions

Leila Schochet, Policy Adviser, U.S. Senate Committee on Health, Education, Labor and Pensions

Karishma Merchant, Senior Adviser, Senator Kaine

Katie Campbell, Deputy Chief of Staff, Senator Jones

Sarah Bender, Legislative Aide, Senator Jones

Megan Thompson, Senior Policy Adviser, Senator Rosen

Amy Nabozny, Legislative Assistant, Majority Leader McConnell

Matthew Fuentes, Legislative Assistant, Minority Leader Schumer

Cassie Leonard, Legislative Assistant, Senator Kennedy

Rachel Solocof, Legislative Assistant, Senator Burr

Conor Sheehy, Legislative Assistant, Senator Scott

Rita Habib, Senior Policy Adviser, Senator Bennet

Kristen Donheffner, Health Policy Adviser, Senator Whitehouse

Katie Brown, Chief Counsel, Senator Collins

Sarah Stone, Chief Counsel, Senator Romney

Lori Kearns, Legislative Director, Senator Sanders

Brian Moulton, Senior Counsel, Senator Baldwin

11/11/2019 11:11:11 AM

Sarah Shapiro, Legislative Correspondent, Senator Murphy

Susannah Savage, Health Policy Adviser, Senator Warren

Brenna Barber, Education Policy Adviser, Senator Smith

Shannon Hossinger, Legislative Assistant, Senator Sasse

Chad Yellinski, Legislative Director, Senator Loeffler

Agenda for Congressional New Orleans site visit, February 18-19, 2020

February 18, 2020

American Airlines Flight: Depart 8:30 a.m. Washington, DC. Reagan National Airport (DCA) and arrive at 10:42 a.m. New Orleans (MSY). At arrival, meet ground transportation to first location.

11:30 am – 1:45 pm

Orleans Parish Juvenile Court

Location: 1100 Milton Street, New Orleans, LA 70112

A discussion with Judge Ernestine Gray and judicial stakeholders on child neglect, the foster care system, and the court's role in child welfare and supporting families.

Travel to next location - 611 N Rampart St, New Orleans, LA 70112

2:30 – 3:00

Covenant House New Orleans

Location: 611 N Rampart St, New Orleans, LA 70112

Tour of facilities and discussion about crisis services provided to youth impacted by trauma.

Led by James (Jim) R. Kelly, Executive Director of Covenant House of New Orleans

3:00-4:10

Pelican Center for Children and Families

Location: 611 N Rampart St, New Orleans, LA 70112

The Pelican Center is a nonprofit organization which is focused on intensive coordination and interdisciplinary training and education of child welfare practitioners. Discussion will include the following:

- **My Community Cares-** a public and private partnership to improve the wellbeing of communities by way of service provision and quality.
- **Court Improvement Program-** efforts to enhance Parent/Child Legal Representation and capacity of legal practitioners

Presenters: Mark Harris, Executive Director

Michelle Gros, Special Projects

Jenny Forrest, Pelican Center for Children & Families

Curtis Nelson, LA Supreme Court

PA
LN
44
44
00
00
00
00
00
00
00

7:00 - 8:30 p.m.

Quality Parenting Initiative

Location: Acme Oyster House, 725 Iberville Street, New Orleans,
LA 70130

Dinner presentation and panel discussion of the Quality Parenting Initiative in partnership with Crossroads NOLA, which demonstrates how foster parents and birth parents can work together for the good of the child.

Presenters: Anna Palmer, Executive Director CrossroadsNOLA
Kim Carver, Board Member, CrossroadsNOLA
Birth Parent and Foster Parent involved with CrossroadsNOLA
Raven Sigure, Parent Representative, QPI

- Presenters:** Anna Palmer, Executive Director CrossroadsNOLA
Kim Carver, Board Member, CrossroadsNOLA
Birth Parent and Foster Parent involved with CrossroadsNOLA
Raven Sigure, Parent Representative, QPI

Presenters: Anna Palmer, Executive Director CrossroadsNOLA
Kim Carver, Board Member, CrossroadsNOLA
Birth Parent and Foster Parent involved with CrossroadsNOLA
Raven Sigure, Parent Representative, QPI

February 19, 2020

7:26 AM *Privately Sponsored Travel ends.*